

Peggy has been holding this
cable. Security is supposed
to submit a new paper
on the use of Federal Records
Center to restore Agency
Records.

RHW
8 Jan 70

BACKGROUND

11 OCT 1969

MEMORANDUM FOR: Mr. Bannerman via Mr. Coffey

SUBJECT : Use of Federal Records Centers

Attached are draft memorandums to get the ball rolling on our proposal to use Federal Records Centers:

- a. Draft memorandum to the Director of Security which responds to his study and informs him that we are going to have a survey in the Support Directorate before raising the question with the other Deputy Directors or the Records Management Board.
 - b. Draft memorandum from the DD/S to the Directors of Communications, Finance, Personnel, Logistics, Training, and Medical Services which summarizes the Security evaluation recommendations and asks that they review their records with the idea that they are going to be among the first ones to be stored at the Federal Records Centers.
- I suggest you release the memorandum to the Director of Security and await his reaction for about a week. This would then be followed up by the memorandum to the other Office Heads, giving them about a week to respond.
- c. Depending upon the comments and progress within the DD/S, schedule a DD/S briefing for the Executive Director to give him a status report on where we stand on the use of Federal Records Centers.
 - d. After we have the responses from the DD/S Office Heads, I suggest that we release a memorandum to the other Directorates but address it for action through the Records Management Board.



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SECRET

11 DEC 1969

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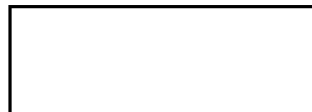
Distribution:

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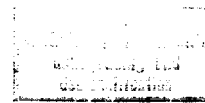
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1 - SSS Chrono



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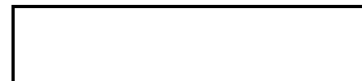
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Next 2 Page(s) In Document Exempt

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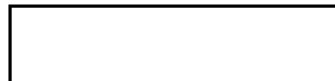
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